

**Women Global Chair Scheme 2019-2020**

**Nomination Form**

*The application for should be completed by the Proposer, not the Nominated Candidate.*

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| **1. NOMINATED CANDIDATE DETAILS** | |
| **First name(s)** |  |
| **Surname** |  |
| **Title** |  |
| **Position** |  |
| **Home institution (including Department)** |  |
| **Correspondence address** |  |
| **Email address** |  |
| **Phone number (with country and area code)** |  |
| **Date of birth (required for HR records)** |  |
| **Nationality (required for HR records)** |  |

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| **2. PROPOSER DETAILS** | |
| **Full name and title** |  |
| **Department** |  |
| **Email address** |  |

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| **3. VISIT SCHEDULE** | |
| **Start date (dd/mm/yyyy)** |  |
| **End date (dd/mm/yyyy)** |  |
| If the nominated candidate proposes to undertake more than one visit to University of Bath, please state all tentative start and end dates below: | |
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| **4. STATEMENT OF ACADEMIC STANDING AND ACHIEVEMENTS** – include specific evidence of esteem, such as fellowships of national academies, major international prizes etc. |
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| **5. EXPECTED OUTCOMES AND BENEFITS** – indicate expected outcomes and how the Global Chair will benefit the University’s international networks and engagement with academic or non-academic partners. |
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| **6. PROPOSED PROGRAMME OF ACTIVITIES** – provide a timeline and detailed description of intended research programme and network-building activities. Please see the Guidelines below for expected supporting activities. |
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| **7. BUDGET – give detailed estimates of the costs relevant to this nomination.** Please see the Guidelines for indicative costs. | |
| **Cost item** | **Amount** |
| Travel |  |
| Accommodation |  |
| Living expenses |  |
| Honorarium | **£2,000** |
| TOTAL |  |

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| **8. HEAD OF DEPARTMENT/DIVISION COMMENTS** | |
| **Head of Department/Division comments/endorsement** | Comments:  **SUPPORTED / NOT SUPPORTED** (please delete as appropriate) |

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| **9. FACULTY/SCHOOL DEAN COMMENTS** | |
| **Faculty/School Dean’s comments/endorsement** | Fit with Faculty/School Strategy:  Other comments:  **SUPPORTED / NOT SUPPORTED** (please delete as appropriate)  **RANK ORDER:** |
| **10. GLOBAL CHAIR DECISION PANEL CHAIRED BY PRO VICE CHANCELLOR (INTERNATIONAL AND DOCTORAL) COMMENTS** | |
| **Global Chair Decision Panel comments** | Fit with University International Strategy:  Other comments:  **SUPPORTED / NOT SUPPORTED** (please delete as appropriate) |

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| **Date considered at Faculty/School Board of Studies** |  |
| **Faculty/School Board of Studies decision** | **CONFIRMED / NOT CONFIRMED** (please delete as appropriate) |

**Annex**

**GUIDELINES FOR WOMEN GLOBAL CHAIR NOMINATIONS**

**(1) Appointment and visiting schedule**

A Women Global Chair position will be awarded to an outstanding Professor with a permanent position at a non-UK university to spend a period of time as a Visiting Professor at the University of Bath.

The visiting appointment is for a period of 1 year, from 1 September 2019 - 31 August 2020.

It is anticipated that the contribution would be the equivalent of one day a week over the year, which can be made in a variety of ways.

**Global Chairs are expected to spend a significant amount of time at the University. The length of the visit(s) should reflect the level of investment made.**

Please note that Women Global Chairs are not contracts of employment and it is a condition of award that the parent institution of the successful applicant will cover salary costs.

The University shall provide office accommodation and access to services (IT, library, laboratory etc.) as appropriate. In putting forward nominations, departments will be agreeing to provide any other necessary support.

**(2) Women Global Chair activities**

In addition to engaging in **a programme of research activity**, we encourage our Global Chairs to network and connect with our wider University community.

Proposed activities should highlight the Global Chair’s profile and their visit(s), and identify opportunities for University engagement with the award-holders. Activities may include:

**Mentoring activities** at the Host Department or beyond, including interaction with students through master classes, career advice or meetings with doctoral students.

**Public engagement work**,including at least one public lecture or other public event with prominent themes that cross over into the wider University community;and contributions to the University website/blog, social media, and media appearances or press contributions.

**Participation in an** **international partnerships coordination meeting** with the IRO and academic colleagues to identify opportunities for long-term engagement with the parent institution, where possible across faculties.

**Meetings or events with alumni** of the Global Chair’s discipline or host department to support alumni engagement in the UK and overseas.

The International Relations Office (IRO) will work closely with the Women Global Chairs, their nominators, and departments to organise and coordinate a suitable schedule of events and meetings.

In addition, the IRO will organise the following activities in support of Global Chairs:

* Welcome reception and meetings with University senior management
* Coordination and liaison with the University’s Marketing & Communications team.
* Meetings to gather feedback on the Women Global Chair scheme and to discuss sustainability plans.

**(3) Budget**

The University of Bath will contribute funds towards the following expenses:

* Honorarium
* International travel to and from Bath
* Accommodation (on or off campus) and living expenses in Bath

The Global Chair scheme does not support:

* Purchase of equipment or consumables
* Staff time or salaries, appointment of Research Assistants/ Research Officers
* Sabbaticals
* First class travel

**Honorarium**

To thank the Global Chair for their support and contribution to the University of Bath community, an honorarium is included in the award. As a guideline, the honorarium should not exceed £2,000 in total.

Payment of the honorarium will be upon receipt of an invoice directly to the Global Chair’s home institution. The IRO will liaise with the home institution to arrange this.

**Travel, accommodation and living expenses**

Travel and accommodation for Global Chairs will be booked and paid for directly by the University, through the host department.

Reimbursement of living expenses incurred during Global Chair visits will be made in line with the University’s expenses policy, supported with appropriate receipts.

Please consult the reference chart below for indicative costs for travel, accommodation and living expenses.

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| **Accommodation in Bath** |  |  |  |  |  |
|  | **Hilton Bath City** | **Abbey Hotel** | **Francis Hotel** | **Royal Hotel** |  |
| Hotel / B&B per night | £104.00 | £130.00 | £133.00 | £99.00 |  |
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|  | **SACO Bath** |  |  |  |  |
| Serviced apartment (per night)  (1-6 nights) | £111.60 |  |  |  |  |
| 7-28 nights | £110.40 |  |  |  |  |
| 28-84 nights (first 28 nights) | £106.80 |  |  |  |  |
| 28-84 nights (after 28 nights) | £92.56 |  |  |  |  |
| **Suggested Daily Rate** | **£120.00** |  |  |  |  |
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| **Transport within Bath (return fare)** |  |  |  |  |  |
| Bus to/from Campus | £5.00 |  |  |  |  |
| Taxi to/from Campus/Centre | £24.00 |  |  |  |  |
| **Suggested Daily Rate** | **£5.00** |  |  |  |  |
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| **Transport from/to Airport (return fare)** |  |  |  |  |  |
| **Bristol** | **Heathrow** |  |  |  |  |
| A-Ted Travel £90.00 £260.00 | |  |  |  |  |
| National Express £20.00 £70.00 | |  |  |  |  |
| **Suggested Rates £90.00 £260.00** | |  |  |  |  |

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| **Subsistence (guidance)** |  |  |  |  |  |
| *University Guidance HMRC Rates* |  |  |  |  |  |
| Breakfast | £5.00 |  |  |  |  |
| Lunch | £10.00 |  |  |  |  |
| Evening Meal | £15.00 |  |  |  |  |
| **Suggested Daily Rate** | **£40.00** |  |  |  |  |